## City of Dunwoody Purchasing Division

Warren Hutmacher City Manager Ken Wright Mayor

## **ADDENDUM NUMBER 4**

## RFQ 09-175 Dunwoody Finance Software

To All Prospective Vendors:

To follow is Addendum Number 4 for Finance Software. Be sure to include this addendum, completed and signed, with your RFQ.

- 1. Is the City interested in Tier 1 solution at all? No
- 2. Is there room for a bigger budget? Our current budget is \$240,000.00
- 3. Should we no bid given if the answer above is NO? We will review and consider all proposals.
- 4. Can you clarify whether the Work Order related requirements in the RFQ are related to Asset Management or to Utilities? **Asset Management**
- 5. The GL 2 requirement reads as below
- "The system must accommodate the structural requirements of fund accounting such as maintaining multiple fund general ledgers, appropriation/encumbrance/expenditure/revenue details, and should interface with financial support systems, which collect data from the entity's day-to-day financial activities."

My Question here is how many Support Systems and what data is referred to in the above requirement. All of the modules in the specifications including court. May also be required to interface with Courtware, OSSI RMS, or other Community Development or probation software.

6. The PO 53 Requirement reads as below

"The system should allow for an unlimited number of electronic files to be attached to a single Purchase Order record. The system should provide for scanning directly into the system without a third-party interface." Clarification here – Can we clarify if this requirement is about attaching documents like MS Word or pdf files or whether this is about scanning of paper documents and attaching them to the PO record – all through the same application.

Yes to all

7. AP 45 – "The system must be able to handle handwritten (manual) checks and bank drafts (EFT's)." Can you elaborate on what is expected from the application? We need to be able to account for and process manual checks, system checks and EFT's using the system.

8. AP 74 – "The system must produce all registers and audit reports necessary to provide a complete audit trail." Can you provide more details on what is referred to by "All registers" in the Accounts Payable requirement?

The accounts payable module needs to provide audit trails indicating what entries were made by whom and when. Registers for balancing purposes also should be provided.

9. CT 14 – "Ability to electronically transfer collections information to collections agency" We are assuming one standard format for data transfer. How many agencies would be involved? **Approximately 5** 

10. PM – 13 "Ability to track and compile reports on project expenditures/accumulated costs by Agency's object account coding system for both fiscal year and project –inception-to-date."

What are the agencies referred in the above requirement?

Projects will primarily be used to track capital projects and grants. Therefore, most of the reporting requirements will be internal to the City. However, there may also be some external reporting requirements to state and federal agencies which cannot be determined at this time.

## COMPLETE THIS ADDENDUM, SIGN and SUBMIT with the RFQ.

City of Dunwoody – Purchasing Division Dunwoody City Hall 41 Perimeter Center East Suite 250 Dunwoody, GA 40446

I hereby acknowledge receipt of Addendum 4 and have incorporated the changes into my RFQ response for the abovementioned bid.

COMPANY NAME:		CONTACT PERSO	CONTACT PERSON:		
ADDRESS:		CITY:	STATE:	ZIP:	
PHONE:	FAX:	EMAIL ADDRESS	:		
SIGNATURE:		DATE:			